

STATE OF NEW JERSEY



MUNICIPAL WELFARE DEPARTMENTS

M400000-002

Records Retention and Disposition Schedule					Agency: M400000		Schedule: 002		Page #:1 of 4	
Department:		MUNICIPAL WELFARE DEPARTMENTS			Agency Representative:		J. SEGAL-MURPHY			
Division:					Title:					
Bureau:					Phone #:					
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:				Date:	
			6/22/1998						8/16/1998	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Director									
0001-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0002-0000	General Reference Manuals						Periodic review		Destroy	
0003-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0000	General Record Series Deleted - See County and Municipal General Schedule.									
	Finance									
0050-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0056-0000	General Record Series Deleted - See County and Municipal General Schedule.	X								
0057-0000	Monthly Report of Assistance Commitments						6 Years		Destroy	(WFNJ/GA-6)
0058-0000	General Record Series Deleted - See County and Municipal General Schedule.									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0062-0000	General Record Series Deleted - See County and Municipal General Schedule.										
0063-0000	Authorization for Reimbursement of General Assistance from Initial SSI Payment (WFNJ/GA-30), Agreement to Repay Assistance form Initial SSI Payment (GA-30A), Net Amount Due Client from SSI Payment .	X					6 Years		Destroy	(GA-30A) (WFNJ/GA-30) (WFNJ/GA-31)	
	Records										
0100-0000	General Assistance Case File --- File contains but is not limited to: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation.										
0100-0001	General Assistance Case File --- File contains but is not limited to: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation.										

Records Retention and Disposition Schedule					Agency: M400000			Schedule: 002		Page #:3 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation	
							Total Retention Period	Minimum Period in Agency			
0100-0002	General Assistance Case File - Closed/Terminated Case and Index Card --- File contains but is not limited to: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation.	X					6 Years		Destroy		
0100-0003	General Assistance Case File - Denied Case and Index Card --- File contains but is not limited to: Application and Affidavit for General Assistance (GA-1), Redetermination for General Assistance (GA-1R), Affidavit of Settlement (GA-9, GA-9A, GA-9B, GA-9C), Authorization and Case Review Card (GA-19), Alien Verification form (GA-26), System Alien Verification of Entitlements (GA-27), Notification Form (GA-33), Action Taken on Emergency Assistance (GA-33A), Evaluation for General Assistance (GA) Employable/Unemployable Status (GA-40), Emergency Assistance Service Plan (GA-44), Addendum (GA-44A), Emergency Assistance Housing Search (GA-45), Reminder of Obligation (GA-51), Verification of Unemployment/Disability Insurance (PA-24), Referral for Services (PA-14), Change of Address, Change of Status, Case Log, correspondence, and supporting documentation.	X					10 Years		Destroy		
0101-0000	Printouts - Work First NJ (WFNJ), General Assistance Medical Service, and Product Payment by Medical Assistance Fiscal Agent	X					6 Years		Destroy		
0102-0000	Statement of Refunds	X					6 Years		Destroy	(WFNJ/GA-12)	

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							Total Retention Period	Minimum Period in Agency			
0103-0000	General Assistance Data Input	X					3 Years After input and verification		Destroy	(WFNJ/GA-48)	